CGRiDCL/EMP/Event/2026/122

Request For Proposal

Dated :- 14/11/2026

System Tender No. - 2026_RIDCL_46_1

FOR EMPANELMENT OF EVENT MANAGEMENT FIRMS / AGENCIES FOR CGPWD, CGRiDCL AND OTHER DEPARTMENTS / AGENCIES OF THE GOVERNMENT OF CHHATTISGARH

(2nd Call)

Issued by

Managing Director Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRiDCL)

3rd Floor, Sirpur Bhawan Campus,Behind Akashwani,Civil Lines, Raipur (C.G.)- 492001

Website : www.cgrdc.in, Email : info.cgrdc@gmail.com, Ph. No. 0771 – 4043395

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DISCLAIMER

This Request for Empanelment (RFP) is issued by the Chhattisgarh Road and Infrastructure Development Corporation Limited (hereinafter "CGRIDCL" or the "Corporation"), a Government of Chhattisgarh undertaking, for the purpose of inviting bids from eligible event management firms/agencies. The information contained in this document is provided in good faith and is subject to change without prior notice. CGRIDCL does not make any representation or warranty, express or implied, nor shall it have any legal liability or responsibility for the accuracy, adequacy or completeness of the information contained herein, or for any errors, omissions or misstatements.

Issuance of this RFP does not constitute a commitment or obligation on the part of CGRIDCL to award any contract, select any bidder, or proceed with the empanelment process. CGRIDCL reserves the absolute right to modify, suspend, cancel or withdraw this RFP, or any part thereof, at its sole discretion, without assigning any reason and without incurring any liability to any bidder.

Bidders are solely responsible for examining all instructions, terms, conditions and specifications provided in this RFP and for conducting their own independent assessment, investigation and analysis. Submission of a bid shall be deemed to have been done after careful study and full understanding of the requirements. CGRIDCL shall not be liable for any costs, expenses, losses or damages incurred by bidders in connection with preparation, submission, clarification or follow-up of their bids or participation in any stage of this process.

The bid submission and evaluation process shall be governed entirely by the terms and conditions set forth in this RFP. In case of any dispute concerning interpretation of any provision, the decision of CGRIDCL shall be final, binding and conclusive.

CHHATTISGARH ROAD AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED (CGRIDCL)

(Formerly known as Chhattisgarh Road Development Corporation Limited)
(A Government of Chhattisgarh Undertaking) | CIN: U45203CT2014SGC001560
3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) – 492001
Website: www.cgrdc.in | E-mail: info@cgrdc.in | Ph.: 0771-4043395

E-PROCUREMENT TENDER NOTICE

RFP No.: 122 **Dated: 14/11/2026**

The Managing Director, Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL), Raipur invites online bids from reputed and eligible event management firms/agencies for empanelment to provide comprehensive event management services for various official events, ceremonies and functions of the Public Works Department (PWD), Government of Chhattisgarh and of CGRIDCL, across the State of Chhattisgarh. The empanelment will be valid for two (2) years, extendable at the discretion of CGRIDCL. This tender aims to select qualified and experienced agencies capable of delivering end-to-end event solutions including planning, fabrication, setup, ceremonial arrangements, audio-visual services, manpower, operation and dismantling for events such as bhoomipujan/ shilanyas (foundation stone laying) ceremonies, lokarpan (inauguration) functions, review meetings, conferences, workshops, road-safety and public-awareness programmes and other official functions.

Interested agencies may download the detailed tender document from the e-procurement portal https://cgeproc.cgstate.gov.in.on payment of a non-refundable tender fee of Rs. 11,800/- (inclusive of 18% GST) along with EMD of as mentioned in fact sheet (refundable without interest). Bids shall be submitted online on the same portal only. Modifications/amendments/corrigenda, if any, shall not be advertised in newspapers and shall be published only on the above portal and on www.cgrdc.in. CGRIDCL reserves the right to accept or reject any or all bids without assigning any reason.

Managing Director,
CGRIDCL

1. DEFINITIONS

Authority	Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL)
Proposal	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender proposal or quotation
Proposer	Any person/firm/agency/company/contractor/supplier/Agency participating in the RFP process with the Authority.
RFP Document	Documents issued by the (CGRIDCL) including any amendments there to, that set out the terms and conditions of the given procurement and includes the invitation to Proposals
Effective date	The date from which the contract comes into force and effect.
NIT	Notice Inviting Tender
Notification	A notification published in the Official Gazette
Project Site	Wherever applicable means the designated place or places
Services	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by (CGRIDCL)
State Government	Government of Chhattisgarh (GoCG)
Media	Print, electronic, digital and social media

2. ACRONYMS

BG	Bank Guarantee
EMD	Earnest Money Deposit
GoCG	Government of Chhattisgarh
RFP	Request for Proposal
PQ	Pre-Qualification
PBG	Performance Bank Guarantee
JV	Joint Venture
PSU	Public Sector Undertaking
CGRIDCL	Chhattisgarh Road and Infrastructure Development Corporation Limited

3. FACT SHEET

S/N	Particulars	Description
1.	Nature of Work	EMPANELMENT OF EVENT MANAGEMENT FIRMS / AGENCIES
2.	Proposals Invited by	Managing Director CGRIDCL
3.	Date of issue of RFP document	14/11/2026
4.	Last Date for sending pre-bid Queries	19/11/2026, till 1700 Hrs IST Meeting link shall be circulated separately at CGRiDCL website
5.	Date and place of Pre-Bid Meeting	19/11/2026 at 1500 IST (Through Video Conferencing)
6.	Bid Due Date	**30/11/2026, 1700 Hrs**
7.	Opening of Technical Bid	**01/12/2026 From IST 1600 Hrs**
8.	Cost of RFP Document	**Rs. 11,800** (Rs. Eleven Thousand Eight Hundred Only inclusive of 18% GST) (Nonrefundable)
9.	Category-wise allocation:	**Category 'A': Events** above INR 50 Lakhs **Category 'B': Events** up to INR 50 Lakhs
10.	Earnest Money Deposit (EMD) **For Category A – ₹2,00,000.00** **For Category B – ₹2,00,000.00** deposit through **online** only	An Earnest Money Deposit (EMD) shall be paid separately for each category, **₹2,00,000**, The amounts shall be deposited online in the manner prescribed as per Section -11
11.	Presentation schedule (Refer to APPENDIX-K for the theme/brief of the presentation)	Will be informed separately at CGRiDCL website.
12.	Validity of Proposal	Proposals must remain valid for 180 days from the Bid submission date.

4. INTRODUCTION

Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL), formerly known as Chhattisgarh Road Development Corporation Limited, is a wholly owned undertaking of the Government of Chhattisgarh incorporated under the Companies Act. The Corporation functions as a nodal agency of the State Government for identification, development, financing and execution of roads, bridges and other infrastructure projects in the State, and works in close coordination with the Public Works Department (PWD), Government of Chhattisgarh.

In the course of implementation of infrastructure projects, the Corporation and the PWD are regularly required to organize official events and ceremonies, such as bhoomipujan/shilanyas (foundation stone laying) ceremonies, lokarpan (inauguration/dedication) functions for completed roads, bridges and buildings, ground-breaking ceremonies, review meetings, conferences, seminars, workshops, training programmes, road-safety and public-awareness campaigns, exhibitions and other departmental functions. These events are frequently attended by Hon'ble dignitaries, elected representatives and senior officers, are often held at project sites in remote locations across the State and are typically required to be organized at short notice with high standards of quality, safety and protocol.

To ensure the availability of competent agencies on call, CGRIDCL seeks to empanel experienced event management firms/agencies capable of delivering turnkey event services encompassing conceptualization, planning, fabrication, installation, décor, ceremonial arrangements, audio-visual systems, power and lighting, manpower, guest management, documentation, operation and dismantling. This empanelment will ensure timely, uniform and cost-effective execution of events of the PWD and CGRIDCL at pre-approved rates throughout the State of Chhattisgarh.

5. PROJECT BACKGROUND

The Public Works Department, Government of Chhattisgarh, and CGRIDCL execute a large portfolio of road, bridge and building projects across all districts of the State. Milestones of these projects — commencement, foundation stone laying, dedication to the public — are marked by official ceremonies, and the routine functioning of the Department involves meetings, conferences and outreach events throughout the year.

Given the geographic spread of project sites, the frequency of such events, the involvement of VVIP/ VIP dignitaries and the short mobilization timelines typically available, the Corporation envisions empaneling capable agencies with robust technical capacity, financial strength and the ability to deliver high-quality services across various terrains and site conditions, including remote and rural locations.

This empanelment exercise is a strategic initiative to form a panel of qualified agencies, ready on call, to support the event requirements of the PWD and CGRIDCL. Work orders shall be issued event-wise to the empanelled agencies at the rates finalized under this RFP.

CGRiDCL can offer the sanctioned rate of the empanelled agency for similar nature of works to the other Departments, Board, Corporation, Authority, Society or any other organization under the Government of Chhattisgarh with additional supervision Charges.

6. SCOPE OF WORK

The empanelled agency shall be responsible for delivering comprehensive, turnkey event management services to CGRIDCL and the PWD, Government of Chhattisgarh. This includes the complete lifecycle of planning, design, fabrication, installation, decoration, operation, management and dismantling of event infrastructure. The agency must ensure high standards of quality, safety, aesthetics and protocol, using approved materials, certified equipment and trained professional manpower. The detailed scope, which is indicative and not exhaustive, is as follows:

6.1 Event Planning & Coordination

- Understanding the nature, scale, venue and protocol requirements of each event in consultation with the concerned officers of CGRIDCL/PWD.
- Preparation of event layout plans, seating plans, run-of-show/minute-to-minute programme and mobilization schedules for approval.
- Coordination with district administration, police, protocol officers and venue authorities as directed.
- The empanelled agency shall depute a dedicated event coordinator for each event, who shall coordinate with the officer-in-charge nominated by the Corporation, conduct venue visits, and ensure complete readiness of all arrangements at least [4 (four)] hours before the scheduled start of the event, or as directed.
- Items not listed in the Schedule of Items but required for an event shall be procured on the basis of the lowest of at least three market quotations, or at rates approved by the competent authority of the Corporation. Minor consumables and incidental items essential for the completion and use of an ordered item (fixing material, taping, extension cords, covers and the like) shall be deemed to be included in the rate of that item and shall not be paid for separately.

6.2 Venue Setup & Fabrication

- Erection of stages of required sizes and heights with carpeting, skirting, backdrops, façade and safety railings.
- Waterproof pandals, German hangars, truss structures, pagoda tents, enclosures, green rooms, VIP lounges, media enclosures and octonorm stalls.
- Swagat gates/entrance arches, barricading, cloth masking, carpeting, flooring, branding posts, hoardings, flex/fabric printing, signages, standees, cut-outs and display material / LED screens as per the approved design and government branding norms.

6.3 Ceremonial & Décor Arrangements

- Complete arrangements for bhoomipujan/ shilanyas including pooja samagri, kalash, coconut, pandit coordination and site preparation.
- Foundation stone/inauguration plaques (engraved granite) with masonry/installation, curtain unveiling assemblies and digital/remote unveiling systems.
- Ribbon-cutting arrangements, fresh flower decoration of stage, dais and venue, garlands, bouquets, rangoli and floral pathways.
- Dais nameplates, podium (wooden/acrylic/digital), national flag and State symbols as per protocol.

6.4 Audio-Visual & Multimedia

- Professional public address and sound systems appropriate to gathering size, microphones (podium/handheld/collar), mixers and amplifiers.
- LED walls (indoor/outdoor), LED TVs, projectors and screens, LED screen risers, with content playback support.
- Live streaming/webcast of events (multi-camera) including connectivity, and video-conferencing setup for virtual bhoomipujan/lokarpan by dignitaries where required.

6.5 Power, Lighting & Climate Control

- Silent DG sets of required capacity with fuel, cabling, distribution boards and licensed electricians; venue illumination including stage, ambient and decorative lighting.
- Fans, mist fans, coolers, air-conditioning of pandals/VIP areas, and heating arrangements in winter, as required.

6.6 Manpower Guest Management& logistics

- Experienced event managers/supervisors, anchors/masters of ceremony (Hindi/bilingual), trained hosts/hostesses, volunteers, security guards, housekeeping staff, electricians and AV operators.
- Guest reception, registration, seating management, VIP/protocol handling, crowd and queue management.
- Manage logistics for event judges and guests, including travel, lodging, meals, and local conveyance. This will cover all event formats physical, virtual, or hybrid) and ensure smooth guest coordination.

6.7 Hospitality Support

- Drinking water arrangements, tea/coffee, refreshment boxes and buffet meals of specified standard, where included in the work order, with hygienic handling and service manpower.

6.8 Photography, Videography & Documentation

- Professional still photography, HD videography, drone coverage (with all statutory permissions), edited highlight films and delivery of a structured documentation package (soft copies with captions and reports).

6.9 Installation, Dismantling & Restoration

- All logistics including packing, transportation, loading/unloading, material handling and secure storage; systematic installation and pre-event testing; dismantling after the event; responsible waste removal and restoration of the venue to its original condition without damage.

6.10 Quality, Safety, Compliance & Risk Management

- Compliance with all electrical, structural and fire safety norms; no sharp edges, loose wiring, unstable structures or fire-hazard materials; deployment of fire extinguishers and first-aid arrangements; adherence to labor laws, minimum wages, insurance and workman compensation requirements; continuous supervision and documented quality checks.

6.11 Geographic Scope of Services

The agency shall be required to provide event management services at any location within the State of Chhattisgarh, including remote/rural project sites, as directed by CGRIDCL. All logistics, manpower, equipment, fabrication, installation, operations and related services must be delivered seamlessly at the designated venue(s) without any additional conditions or limitations from the agency. Services outside the State may also be required occasionally, in which case terms shall be settled mutually in advance.

6.12 Mobilization Timelines

Time is of the essence. The empanelled agency shall be obliged to mobilize, execute and complete the arrangements within the time specified in each work order, which shall ordinarily be five (5) days from issue of the work order, and may be as short as seventy-two (72) hours for smaller functions. Failure to execute any work order within the notified time shall attract the penalties specified in this RFP, including forfeiture of the Performance Bank Guarantee.

6.13 Outreach Strategy and Publicity:

Identify effective mediums (both online and offline) to promote the event, ensuring extensive reach across various regions and languages. Social media posts and offline materials will be developed, and bulk email and

SMS campaigns will be launched to enhance visibility. Press releases and media coverage will be secured in newspapers, magazines, and journals.

6.14 Celebrity and Sponsorship Management:

Coordinate with celebrities, influencers, and renowned personalities for event promotion. Raise sponsorships from MNCs, PSUs, statutory bodies, and government organizations to support the event. The agency shall, as and when specifically required by CGRiDCL, provide assistance in sponsorship outreach, stakeholder engagement, and coordination with prospective sponsors.

6.15 Media and Press Engagement:

Invite media representatives, including newspaper editors, news anchors, and journalists, for event coverage. Arrange live streaming of the event on the website and social media platforms like Facebook, Instagram, twitter and YouTube. Press releases will be handled to ensure wide media outreach before and during the event.

6.16 Technical Support and Power Backup:

Ensure uninterrupted technical support, including power backup, lighting, CCTV surveillance, and fire safety equipment. Technical support will be available both online (for virtual components) and onsite (for physical components) to ensure smooth functioning.

6.17 Guest and VIP Services:

Provide dedicated lounges for participants, VIPs, and VVIPs, along with customized F&B services. Temporary green rooms, safe houses, and vanity vans will be arranged as per requirements. Special attention will be given to the hospitality needs of high-profile attendees.

6.18 Event Publicity and Promotion:

Execute event promotion activities such as roadshows, rallies, and press conferences. Publicity will be extended through banners, pamphlets, and unipoles across key locations, as well as through virtual rallies and online advertisements. Physical and digital media outreach will be extensively managed.

6.19 Virtual Event Management:

For hybrid and virtual formats, manage virtual platforms, including licensing, backend technical support, breakout rooms, and participant interaction features. The virtual exhibition space will include real-time video conferencing and virtual reality presentations.

6.20 Event Monitoring and Analytics:

Provide real-time event monitoring using dashboards and audit trails, ensuring transparency and control throughout the event. Post-event analytics will capture attendance, audience interaction, and overall event performance.

6.21 Post-Event Reporting and Follow-Up:

Compile and deliver a detailed post-event report covering all aspects of the event, including media coverage, attendance analytics, and success stories. Leftover promotional materials will be packaged and shipped, and an award distribution ceremony will be organized for event closure. CCTV recordings to be submitted within 24hrs from closure of the event in hard drive with backup to concerned authority.

6.22 Miscellaneous Event Requirements:

Provide any additional services required, such as temporary toilets, air cooling/conditioning systems, and vanity vans. Power backup arrangements, live video feeds, and internet connectivity will be set up at various locations to ensure smooth virtual and physical participation.

7. EMPANELMENT DURATION

The empanelment shall remain valid for an initial period of two (2) years from the date of issuance of the empanelment order. CGRIDCL may, at its sole discretion, extend the empanelment for one or more additional periods, subject to a maximum cumulative extension of two (2) years (one (1) year at a time), based on agency performance, departmental requirements and administrative considerations, on the same rates, terms and conditions.

CGRIDCL reserves the unrestricted right to modify, extend, reduce, suspend or terminate the empanelment at any time during its validity, without assigning any reason and without any prior notice. No claim whatsoever shall be entertained from any agency on account of such modification or termination.

8. WORK ORDERS & COMPLETION OF WORK

Separate work orders shall be issued for each event/assignment, by CGRIDCL either for its own events or on behalf of the PWD, specifying the venue, date(s), items, quantities and completion time. Empanelment under this RFP does not guarantee award of any work. Efforts shall be made to distribute work orders equitably amongst the empanelled agencies, having regard to the nature, location and scale of each event and the performance of the agencies; however, the decision of CGRIDCL in allocation of work shall be final and binding.

For each work order, the work executed by the empanelled agency shall be deemed complete only upon written confirmation of satisfactory execution by the officer-in-charge designated in the work order. Mere submission of deliverables, invoices, reports or related documentation by the agency shall not constitute completion of work. Until such confirmation, the agency shall remain fully responsible for all contractual obligations associated with the assignment.

In case an empanelled agency fails to execute a work order within the notified time or declines a work order without reasons acceptable to CGRIDCL, the Corporation shall be at liberty to get the work executed through any other empanelled agency or any outside agency at the risk and cost of the defaulting agency, in addition to the penalties and other actions specified in this RFP.

a) The authority shall have the right to carry out the unexecuted portion of work either by itself or through selecting other agencies. In the event of termination of this contract, the authority shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity which the selected bidder shall be obliged to comply with.

b) The authority may take possession of the works and all deliverables of the selected bidder and use or employ the same for completion of the work or employ any other selected bidder or other person or persons to complete the work. The selected bidder shall not in any way object or interrupt or do any act, matter, or thing to prevent or hinder such actions, other Agencies or other persons employed for completing and finishing or using such deliverables.

c) When the contract is terminated by authority for all or any of the reasons mentioned above, the selected bidder shall not have any right to claim compensation on account of such termination.

Note: - CGRIDCL reserves the right to engage the empanelled agency(ies) at the approved empanelled rates for execution of similar works undertaken by CGRIDCL from other departments of the Government of Chhattisgarh.

9. PAYMENT TERMS

Payments to the empanelled agency shall be made separately for each work order issued under this empanelment. All payments shall be governed strictly by the item-wise rates finalized under this empanelment and accepted by the agency. Each item and its unit rate shall be deemed inclusive of all costs — labour, materials, fabrication, printing, transportation, loading/unloading, erection, installation, operation, dismantling, restoration, insurances and all incidental expenses — for the temporary nature of each event, exclusive only of GST which shall be paid extra as applicable.

For items which are required at site for more than one day (e.g. pandal, stage, lighting etc.) and which carry a single one-time rate, payment shall be made at 100% of the rate for day one, 50% for day two and 25% for the third day onwards, per day, on the requisition/work order of the competent authority, unless separate per-day rates have been quoted for the item in the Financial Proposal.

No advance payment shall be made under any circumstances. Payment processing shall begin only after CGRIDCL verifies the deliverables and confirms satisfactory execution. The agency shall submit a complete invoice package for every assignment, including the final invoice as per approved rates, the work completion certificate issued by the officer-in-charge, delivery/installation proofs (including geo-tagged photographs where directed) and any certifications or confirmations issued by the concerned source department, where applicable.

CGRIDCL retains full authority to assess the agency's performance based on quality of services, adherence to timelines, compliance with instructions and feedback from the departments concerned. CGRIDCL's decision regarding payment release, performance assessment and any deductions or withholdings shall be final and binding on the agency. If the agency displays or disseminates any incorrect, misleading or factually inaccurate content that adversely impacts the image of the Government of Chhattisgarh or any of its departments, CGRIDCL may impose penalties up to the value of the concerned assignment, and its decision in such matters shall be final. Statutory deductions (TDS, GST-TDS, labourcess etc.) shall be made as per applicable law.

10. INSTRUCTIONS TO BIDDERS

10.1 Bids shall be submitted online only, on the Chhattisgarh e-Procurement portal https://cgeproc.cgstate.gov.in. Bidders not enrolled on the portal must obtain enrolment/digital signature well in advance. All pages should be Numbered/Indexed properly. For queries regarding online registration, bidders may contact the e-procurement helpdesk technical(**support-eproc@nic.in**), Contact No.0120-4001002, 0120-4001005, 0120-4493395.

10.2 The empanelled agencies shall operate as event management partners to CGRIDCL and shall be responsible for providing all services and deliverables defined in the Scope of Work of this RFP. All proposals submitted by bidders will be evaluated strictly in accordance with the eligibility criteria and financial conditions prescribed in this document.

10.3 All proposals must remain valid for a minimum period of 180 days from the last date of submission. Proposals with a shorter validity period shall be considered non-responsive and will not be evaluated.

10.4 The Technical Bid must be compiled strictly in the sequence prescribed in this RFP. All documents shall be properly indexed, page-numbered and arranged in the correct order. Every page of the Technical Bid, including annexures, certificates, undertakings and supporting documents, must be duly self-attested by the Authorized Signatory. Any deviation in arrangement, missing attestation, incorrect sequencing or submission in an unorganized manner may lead to the bid being declared non-responsive and liable for rejection.

10.5 The financial bid/price quote must not be included, mentioned or hinted at anywhere in the technical bid. Any violation shall lead to outright rejection of the proposal.

10.6 Pre-bid queries shall be submitted only by e-mail to info@cgrdc.in in the format at Appendix-I, before the deadline indicated on the fact sheet. Responses and clarifications issued by CGRIDCL shall form an integral part of this RFP and will be binding on all bidders. Clarifications/amendments, if any, shall be uploaded on the portal only.

10.7 Submission of a bid implies that the bidder has read this notice and all tender documents and has made itself aware of the scope and specifications of the services to be provided, local and site conditions, and other factors bearing on the execution of the work.

10.8 Canvassing, whether directly or indirectly, in connection with this RFP is strictly prohibited, and bids submitted by agencies resorting to canvassing will be liable to rejection.

10.9 BID SUBMISSION

Each Proposal shall comprise the following:

10.9.1 Scanned copy of the evidence of deposit of EMD and Tender Fee.

10.9.2 Covering letter in the format set out in Appendix-A.

10.9.3 Details of the bidder in the format set out in Appendix-B, together with: (i) self-attested copy of the bidder's entity registration (firm/company/LLP/society etc.); (ii) self-attested copy of PAN card; (iii) self-attested copy of GST registration certificate; (iv) copy of GSTR-3B for the most recent quarter; (v) self-attested company profile with list of significant clients; (vi) CA-certified (with UDIN) annual turnover certificate for the last three financial years in the format at Appendix-E; (vii) CA/Auditor certificate certifying positive net worth in the last three financial years; (viii) Income Tax Returns, balance sheets and profit & loss statements for the last three financial years; and (ix) HR certificate on company letterhead confirming the number of full-time employees on the bidder's payroll as per Appendix-G.

10.9.4 Power of Attorney as per Appendix-C, authorizing the signatory of the proposal, on Rs. 100/- non-judicial notarized stamp paper.

10.9.5 Undertaking for Chhattisgarh State GST registration (CG-GSTIN) in case of non-availability at the time of bid submission, as per Appendix-J.

10.9.6 Technical proposal comprising project data sheets demonstrating the eligibility experience of the bidder in the format at Appendix-D, along with all supporting proofs (work orders/LOAs and completion certificates), and an affidavit on Rs. 100/- non-judicial notarized stamp paper as per Appendix-F declaring that the bidder is not debarred or blacklisted by any State or Central Government agency.

10.9.7 Financial proposal, to be submitted only online in the format at Appendix-H (BOQ).

10.9.8 Presentation Guidelines proposal as prescribed in the format at Appendix-K.

11. EARNEST MONEY DEPOSIT & TENDER FEE

The bidder shall deposit an Earnest Money Deposit (EMD) for Category- A and B is Rs. 2.00 Lakhs, refundable without interest, and a non-refundable Tender Fee of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only, inclusive of 18% GST). All required payment shall be deposited in the manner prescribed on the e-procurement portal / through online payment only. A copy of the payment receipt/transaction proof must be enclosed with the Technical Bid, failing which the bid shall be treated as non-responsive.

EMD of unsuccessful bidders shall be refunded without interest after finalization of the empanelment. EMD in respect of successful bidders shall be retained until submission of the Performance Bank Guarantee and signing of the agreement. The EMD shall stand forfeited if the bidder withdraws or modifies its bid during the validity period, fails to sign the agreement, fails to furnish the PBG within the stipulated time, or is found to have submitted false or forged information.

12. PERFORMANCE BANK GUARANTEE (PBG)

The successful bidder shall, at its own cost, furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) in favor of Managing Director, CGRIDCL, Raipur for :-

I. Category A: Rs. 20.00 Lakhs
II. Category B: Rs. 05.00 Lakhs

within fifteen (15) days from the date of issuance of the Letter of Empanelment/Award. Submission of the PBG is a mandatory pre-condition for signing the agreement, and no agreement shall be executed until the PBG is submitted in full and in the prescribed format. The PBG shall be issued by a scheduled commercial bank and shall remain payable on demand, without any conditions or demur. All costs relating to obtaining, maintaining or renewing the PBG shall be borne solely by the bidder. Failure to submit the PBG within the stipulated time shall result in withdrawal of the Letter of Empanelment and forfeiture of the EMD without further notice.

The PBG shall remain valid for a period extending six (6) months beyond the expiry of the empanelment period. In the event the empanelment period is extended, the agency shall submit a renewed or extended PBG covering the extended tenure plus six additional months. No interest shall be payable on the PBG. Upon satisfactory completion of all contractual obligations and clearance of any pending liabilities, the PBG will be released by CGRIDCL.

13. EVALUATION METHODOLOGY

13.1 Responsiveness

A submission shall be considered responsive if the EMD and tender fee have been received by the due date; it contains information in the formats specified in this RFP; it conforms to the bid validity period; it provides information in reasonable detail; there are no inconsistencies between the proposal and the supporting documents; and the e-bid is properly indexed, page-numbered and signed by the authorized signatory. A material deviation or reservation- one which affects the scope, quality or performance of the assignment, or limits CGRIDCL's rights or the bidder's obligations, or unfairly affects the competitive position of other bidders, shall render the proposal non-responsive.

13.2 Item-wise Least Cost Selection (L1) and Rate Matching

Evaluation will be conducted individually for each line item of the Financial Proposal (Appendix-H) based on the lowest financial bid quoted (L1) for that specific item among the qualified bidders. Following this initial evaluation, all other qualified bidders will be requested to provide their services at the L1-approved rates for the respective line items. A final consolidated L1 rate chart will thereafter be prepared for all items.

All qualified bidders who agree in writing to work at the rates specified in the final consolidated rate chart shall be empanelled for the empanelment period. CGRIDCL shall be at liberty to empanel two or more agencies. Rationalization of rates must be agreed by the bidders in order to be empanelled. Separate work orders shall be issued each time work is required, and the selected empanelled agency shall be obliged to execute and complete the work within the notified time.

13.3 Rate Reasonability

The difference between the L1 rate and the average quoted rate for each item should be less than 30% of the average. If this difference is equal to or exceeds 30%, the next lowest bid (L2) for that item will be considered instead. If the difference is less than 30%, the L1 rate will be accepted. The Tender Committee reserves the right to negotiate the L1 rates with the qualified bidders to ensure fairness and reasonability. The Managing Director, CGRIDCL has the right to negotiation with the L1 bidder.

13.4 General

The unit rates are being obtained through this RFP and work would be executed for any quantity in respect of any item during the period of validity; quantities indicated in any work order may vary without any limit, and payment shall be regulated on actual measured/deployed quantities at the approved rates. CGRIDCL reserves the right to seek best and final offers or apply additional criteria to resolve ties or exceptional circumstances, to reject any proposal in case of material misrepresentation, and to reject any or all proposals without assigning any reason. The competent authority shall have the right to make alterations, omissions, additions or subtractions in items/services at the time of award of work; in case the agency does not agree to such alterations, the competent authority will be free to award the work to another empanelled agency.

13.5 PRE-QUALIFICATION CRITERIA

NOTE: Work credentials will be considered as on the last date of submission of e-bids. CGRIDCL will perform sufficient analysis and checks on the technical capability and credentials of the bidders, and reserves the right to verify the physical infrastructure, equipment and in-house capabilities of the bidder through an on-site audit. All criteria below are mandatory (pass/fail); failure to comply with any criterion shall render the bidder ineligible, and the financial proposal of an ineligible bidder shall not be opened.

S. No.	Criteria	Documentary Evidence
1	The bidder should be one of the following registered entities: (i) a proprietorship firm registered under relevant law; (ii) a partnership firm registered under the Indian Partnership Act, 1932; (iii) a Limited Liability Partnership registered under the LLP Act, 2008; (iv) a company registered under the Companies Act, 1956/2013; or (v) a society registered under relevant law. The agency must have beens in operation for a minimum of Five (5) years as on the date of publication of this RFP. (applicable for A and B category)	Certificate of Incorporation / Registration certificate / Copy of MoA&AoA / Partnership deed / Registration certificate of proprietorship firm / Certificate of society registration; PAN & GST details.
2	Minimum average annual turnover for **Category A – ₹10.00 Cr.** and **Category B–₹1.00 Cr.** or more in the last three financial years (i.e. 2023-24, 2024-25 and 2025-26). Where audited accounts for FY 2025-26 are not yet available, provisional CA-certified figures shall be accepted.	CA-certified turnover certificate with valid UDIN, along with IT Returns, balance sheets and profit & loss statements for the last three financial years, as per Appendix-E.
3	The bidding entity must have positive net worth in each of the last three financial years (i.e. 2023-24, 2024-25 and 2025-26). Where audited accounts for FY 2025-26 are not yet available, provisional CA-certified figures shall be accepted.	CA/Auditor certificate, certifying the net worth in the last three financial years.
4	The bidder must have satisfactorily completed end-to-end event management work(s) for a Central Government Department / State Government Department / Government Agency / PSU / Local Body / Authority during the last **three (3) financial years** (i.e. 2023-24, 2024-25 and 2025-26), meeting any ONE of the following: **For "A" Categories** – At least 2 similar work order of State Govt./Central Govt./PSU/Local bodies/Corporations/ with minimum value of **Rs. 1.00 Crore** each without GST in last **3 financial years** **For "B" Categories** – At least 2 similar work order of State Govt./Central Govt./PSU/Local bodies/Corporations/ with minimum value **of Rs.10.00 Lakhs** each without GST in **last 3 financial years.** "Similar work" shall mean a single contract for end-to-end arrangement of an official event/function, including arrangements such as stage, pandal/hangar,barricading, swagat gate, carpeting, furniture, branding, display signages, flower decoration, sound and electrical lighting etc. Projects limited to media buying, print advertising, social-media campaigns, pure catering, or generic publicity/PR not linked to an event shall not be considered. Ongoing/part project experience shall not be considered.	LOA / Agreement / Work Order duly certified by the authorized signatory of the bidding entity, and satisfactory completion certificate signed by an officer not below the rank of Executive Engineer (or equivalent) in case of a Government department, or General Manager (or equivalent) in case of a PSU, indicating the value of work. Refer Appendix-D.
5	The agency must have an in-house team of at least **minimum 10 professionals** for "**A Category" having relevant experience in events/conferences, the team should have following key professionals:** • **Project Director** • **Production Head** • **Client Servicing** • **AutoCAD**	Declaration on company letterhead duly signed jointly by the Authorized Signatory and HR representative, with details of professionals as per Appendix-G. Provident Fund (PF) registration is mandatory. Category B - proof of PF registration is mandatory, Proof of Deposit of

S. No.	Criteria	Documentary Evidence
	• **2D/3D Designer** and **05 professionals** for **"B Category**" having relevant experience in organizing Indoor/outdoor events. The company must have valid provident fund registration.	Provident Fund by employer is optional
6	The bidding entity must not be blacklisted / terminated / debarred by any State or Central Government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last five (5) years.	Affidavit on Rs. 100/- non-judicial stamp paper (Appendix-F format only) by the authorized signatory.
7	The bidder must have a valid Chhattisgarh State GST registration. If not available at the time of bid submission, the bidder must provide an undertaking that CG-GST registration has been applied for and will be obtained prior to signing the agreement. Agreement execution will not proceed without a valid CG-GST registration.	Valid Chhattisgarh State GST registration details with supporting evidence, OR the application/reference number issued by the authority along with documentary proof, with undertaking as per Appendix-J.
8	The Agency must have been operating in Chhattisgarh. **Minimum 3 years for "Category -B" only and exempted for "Category -A"**	Minimum 3 years for Category-B and exempted for Category- A. Proof Required: CA certificate
9	The Agency must have a Godown/ Warehouse in Chhattisgarh. If not available at the time of bid submission, the bidder must provide an undertaking that Godown/ Warehouse shall be established, and lease Agreement shall be submitted prior to signing the Empanelment Agreement. Execution of Agreement will not proceed without the same.	Godown/Warehouse property document/lease Agreement or undertaking on letterhead of bidder that the firm will lease/ rent a godown/ warehouse in Chhattisgarh before empanelment.

Note:

- For the purpose of evaluation, the value of executed works and financial turnover shall be brought to current costing level by enhancing the actual value of work at the rate of 7% per annum (compounded annually), calculated from the date of completion to the last date of receipt of bids under this RFP. All documents submitted shall be duly self-attested; CGRIDCL may require notarized copies or originals for verification.
- A bidder can submit the bid for any of the 2 categories (A or B) subject to fulfilment of the eligibility criteria.
- The bidder needs to submit the EMD as per category (A or B).

13.6 TECHNICAL QUALIFICATION CRITERIA

Bidders who meet the pre-qualifications/eligibility requirements as on date of bid submission would be considered as qualified to move to the next stage of technical evaluations. Based on technical evaluation framework mentioned, the Committee shall evaluate each proposal and allot technical score as per the technical criteria mentioned below.

S.No	Description	Maximum Score	Supporting Documents
1.	The bidder should have relevant minimum annual average turnover from Event/Exhibition services/Public relation & Branding services in the last **three** financial years i.e. **(Audited FY 2023-24, 2024-25, 2025-26)** (audited/provisional) **Category-A**	**30**	CA Certificate Copy clearly indicating the relevant turnover. Along with Balance sheet.

S.No	Description	Maximum Score	Supporting Documents
	• **Minimum Rs.10.00 Crores to Rs. 15.00 Crores -10 marks** • **Above Rs.15.00Crores to Rs. 20.00 Crore -20 marks** • **Rs.20.00 Crores and above -30 marks** **Category-B** • **Minimum Rs. 1.00 Crores to Rs. 1.50 Crores -10 marks.** • **Above Rs. 1.50 Crores to Rs. 2.00 Crore - 20 marks** • **Rs. 2.00 Crores and above - 30 marks.**		
2.	The Bidder must have done at least 2 projects of a value not **less than Rs. 1.00 Crore** each in **last three financial years** for A category, **and Rs. 10.00 Lakh** for B category from Event management/ Exhibition related work in last three financial year from any State Govt. / Central Govt./PSU/Local bodies/Corporations. **Categories-A: Project value 1.00 Cr.** **2 to 5 Projects – 10 Marks** **06 to10 Projects – 20 Marks** **11 or more projects – 30 Marks** **For Categories- B: Project Value Rs. 10.00Lakhs** **2 to 5 Projects – 10 Marks** **06 to 10 Projects – 20 Marks** **11or more projects – 30 Marks**	**30**	Related work orders/ contracts for ongoing or completed projects. In case of ongoing project, it should be in existence for more than 12 months, preceding the submission date.
3.	Exceptional Contribution and work performed by Bidder's in Event organization. **Categories-A: VVIP event (which includes Hon. President of India/Hon. Vice President of India/Hon. Prime Minister/Hon. Cabinet Ministers/State Ministers of India) in last 3 years. (**1 mark for each event) (Max. **5 Marks)** **Categories-B:** Bidder having experience of organizing /conducting any Hon.Chief Minister/Dy. Chief Minister/Cabinet Ministers, even for State/Central Govt./PSU's/Local Bodies/ in least 3 years - (1 mark for each event) (Maximum **5 marks**)	**10**	Workorder/ work completion certificate/ Letter of award/ payment invoice needs to be submitted.
4.	A detailed Presentation to be submitted (Duration-10 minutes, Presentation slides**: 30 max**) The presentation shall be evaluated on the following parameters: i. Understanding of event scope ii. Concept and creativity iii. Execution strategy and timelines iv. Risk and contingency management v. Team deployment vi. Company Profile Refer to APPENDIX-K for the theme/brief of the presentation **Maximum marks - 30**	**30**	As per presentation by the bidder

13.7 Bid Evaluation

Stage–I: Technical Bid Evaluation

13.7.1 Only those bids which are found **responsive** and meet the **eligibility and pre-qualification criteria** specified in the tender document shall be considered for technical evaluation.

13.7.2 The Technical Bids shall be evaluated on the basis of the **Technical Evaluation Criteria and Score Sheet**. The maximum technical score shall be **100 marks**.

13.7.3 A bidder must secure a **minimum of 70 marks** in the Technical Evaluation to be considered **Technically Qualified**.

13.7.4 After completion of technical evaluation, bidders shall be **ranked in descending order of technical scores separately for Category A & B.**

13.7.5 Technically qualified bidders shall be ranked in descending order based on the marks obtained in the technical evaluation separately for Category A and Category B. The Top five (5) bidders for Category - A and Top ten (10) bidders for Category - B securing the highest technical scores in each Category shall be shortlisted for opening of the financial bids. However, in the event of a tie at the cut-off rank, resulting in the total number of shortlisted bidders in a Category exceeding five for Category A and Ten for Category B, all bidders securing the same technical score at such cut-off rank shall also be short listed for opening of the financial bids.

Stage–II: Financial Bid Evaluation

13.7.6 The Financial Bids of the technically qualified bidders (as per clause13.7.5) shall be opened on the prescribed date and time, in the presence of bidder representatives who choose to attend.

13.7.7 Financial evaluation shall be carried out based on the lowest rates quoted against individual itemwise as per Appendix H. All the technically qualified bidder (as per clause 13.7.5) whose price bid has been opened shall be given the option to match lowest rate and get empaneled.

13.7.8 Financial proposals will only be opened for those bidders who are found eligible as per the pre-qualification and technical qualification Criteria The rates quoted in the financial proposal must be exclusive of GST but inclusive of all other costs and expenses. In the event of any future changes in the tax structure, such changes will not affect the base rates; tax transactions will be conducted at the prevailing applicable rates at the time of payment.

13.7.9 The bid price shall:

- Be quoted in **Indian Rupees (INR)**only
- Be fixed and unconditional
- Include all applicable taxes, duties, levies etc. (shown separately wherever required)

13.7.10 Conditional Financial Bids shall be rejected.

13.8 Correction of Arithmetical Errors

13.8.1 Arithmetical errors in the Financial Bids shall be rectified as follows:

A. If there is a discrepancy between the **unit rate and the total amount**, the **unit rate shall prevail**, and the total shall be corrected accordingly.

B. If there is a discrepancy between **figures and words**, the amount stated in **words shall prevail**.

13.8.2 The corrected bid amount shall be binding on the bidder.
13.8.3 The Top five (5) bidders (evaluated as per clause 13.7.5) for Category - A and Top ten (10) bidders for Category - B shall be empanelled at L1 rates as specified in Clause 13.9.

13.9 Finalization of L1 Item-wise Rates

13.9.1 On Completion of financial evaluation, the Corporation shall determine the lowest quoted rate (L1) for each line item across all **qualified** bidders in both Category A and Category B, and shall issue a Final L1 Item-wise Rate Grid.

13.9.2 All empanelled bidders shall be required to **execute work strictly at the Final L1 Item- wise Rates**, irrespective of their individual quoted rates.

13.9.3 Each bidder shall convey written consent, line item by line item, to execute work at the L1 rate on the Grid, within the time stipulated by the Corporation. A bidder who does not consent to a line item shall not be eligible for work under that line item.

13.9.4 After receipt of consents, the Corporation shall issue the empanelment lists as Category-A & Category-B, based on the bidders' technical ranking and their written consent to the L1 rates.

13.9.5 Work shall be executed strictly at the Final L1 Item-wise Rates. No bidder shall claim any higher rate on the basis of its quoted rate.

13.10 Refusal to Work at L1Rates

13.10.1 In case any empanelled bidder **refuses or fails to accept work** at the Final L1 Item-wise Rates, the Corporation shall have the right to offer the work to the **next ranked bidder**.

13.10.2 If required in the interest of timely execution, the Corporation may consider bidders **beyond the Top five for Category-A and Top ten for Category-B technical ranks**, even though their Financial Bids were not opened, subject to their **written acceptance of the Final L1 Item-wise Rates**.

13.11 Allocation of Work

13.11.1 The allocation of work shall be made among the empanelled agencies in a fair and equitable manner over the financial year. As a general principle, the distribution shall be carried out as evenly as possible. Now, withstanding the above, in exceptional circumstances and in the interest of work exigency, the Managing Director shall have the discretion to allocate.

13.11.2 **Mere empanelment shall not confer any right** on the bidder for allotment of work.

13.11.3 The Corporation may award:

- Work to **one or more empanelled agencies**, and/or Different components of a single event to **multiple agencies**, depending upon requirements.
- Category A agencies shall also be eligible to undertake Category B events, subject to the discretion and approval of the Managing Director (MD).

13.11.4 Indicative category-wise allocation:

- **Category 'A'**: Events above INR 50Lakhs
- **Category 'B'**: Events up to INR 50 Lakhs

13.11.5 A **± 10% variation** in the contract value shall be permissible.

13.11.6 Whenever requirement arises for organizing an event, agencies empaneled for category A can be allocated events earmark for the category B.

13.12 Rights of the Corporation

13.12.1 The Corporation reserves the right to:

- Accept or reject any or all bids
- Modify or annul the evaluation process
- With draw or re-allocate work in case of non-performance or administrative exigencies Without incurring any liability to the bidders.

14. NON-ELIGIBILITY

Bids from bidders against whom any criminal case is pending before a court of competent jurisdiction, or who have been convicted by such a court, shall not be considered for evaluation. Bids from bidders found to be involved in theft or non-payment of government dues, including taxes, will be outrightly rejected and will not be considered for opening of the financial bid.

Bids from bidders who have been blacklisted or debarred by the Central Government, any Central Government authority, State Government, or any State Government authority shall be rejected. Bidders who have earlier abandoned any work of CGRIDCL/PWD, or whose EMD has been forfeited due to failure to furnish performance security after issue of a letter of acceptance during the last three years, shall not be eligible. Bidders with a consistent history of litigation/arbitration awarded against them, or habitual litigation, may be considered ineligible for bidding. All bidders must submit an affidavit confirming that they are not subject to any of the above disqualifications.

15. PENALTIES & SERVICE LEVELS

The appointed Agency shall perform its obligations in a professional manner. In case of delay in execution of the assigned work to the agency, THE AUTHORITY may impose penalty as per the performance matrix detailed below:

S. No.	Default	Penalty
1	Delay in mobilization/completion of arrangements beyond the time specified in the work order, attributable to the agency.	1% of the work order value per day of delay, up to a maximum of 10%, in addition to the right of CGRIDCL to get the work executed at the risk and cost of the agency.
2	Item(s) not provided, short-supplied, or of specification/quality inferior to that prescribed.	Recovery at twice the approved rate of the concerned item(s), in addition to non-payment for the item(s).
3	Failure/refusal to accept or execute a work order without reasons acceptable to CGRIDCL.	Forfeiture of PBG (in full or part) and/or suspension or removal from the panel; execution at risk and cost of the agency.
4	Deficiency in housekeeping, manpower discipline, safety or protocol arrangements observed during the event.	Deduction up to 10% of the work order value as assessed by the officer-in-charge, whose decision shall be final.
5	Damage to venue/government property; failure to restore the venue.	Actual cost of restoration recovered from the bills/PBG of the agency.
6	Repeated defaults (three or more penalized defaults during the empanelment period).	Termination of empanelment, forfeiture of PBG and blacklisting for future tenders of CGRIDCL.
7	Variance/Deviation from work awarded.	5% of the contract value of work awarded.

16. OTHER IMPORTANT TERMS & CONDITIONS

- CGRIDCL shall under no circumstance be liable for any cost, expense, loss or damage incurred by any bidder in the preparation, submission or clarification of proposals. Submission of a proposal shall be entirely at the bidder's own risk and cost.
- Any concealment of material facts, misrepresentation, falsification or submission of forged/fabricated documents shall result in immediate rejection of the bid, cancellation of empanelment (if already awarded), forfeiture of EMD/PBG and initiation of legal action including blacklisting for future tenders.
- Submission of a bid shall be deemed as unconditional acceptance of all terms and conditions contained in this RFP, including any addendum, corrigendum or clarification issued by CGRIDCL at any stage of the process.
- The agency shall be solely and fully responsible for compliance with all applicable labour, welfare, employment and statutory regulations, including payment of not less than minimum wages to the labour engaged by it. CGRIDCL shall not be liable for any non-compliance, penalty, dispute or liability arising from the agency's operations or personnel. The agency shall be exclusively responsible for timely payment of wages, salaries, statutory dues, taxes, ESI, PF, professional tax, insurance and other obligations to its personnel, and shall keep CGRIDCL fully indemnified against any claim, loss, damage, litigation or liability arising out of disputes with its employees, labour, subcontracted resources or third parties.
- The agency shall be fully responsible for any theft, loss, fire, accident, negligence, misconduct or unlawful act committed by its staff or personnel deployed at any site. Any loss or damage to Government property resulting from such acts shall be made good by the agency at its own cost.
- CGRIDCL reserves the absolute right to accept or reject any bid, in full or in part, to award work to one or multiple agencies, or to cancel the bidding process altogether without assigning any reason and without incurring any liability. The Corporation also reserves the right to take up any event departmentally or to award any event to an agency outside the panel; no claim shall be entertained on the grounds of non-receipt of work (Non-Exclusivity of Empanelment).
- No change in the constitution, ownership, control or key management of the bidding agency shall be permitted after submission of the proposal or during the empanelment period, without prior written approval of CGRIDCL. Any unauthorized change may lead to termination of empanelment.
- Rate Discovery & Rate Matching: All empanelled agencies shall operate strictly at the final rates approved by CGRIDCL. Any attempt to deviate from, revise, influence or negotiate the finalized rates at any stage shall lead to immediate removal from the panel.
- No Claims for Idle Manpower or Idle Material: The agency shall not claim compensation for idle manpower, delays due to weather, administrative postponements, security restrictions or changes in event schedule. All such risks shall be factored into the bidder's operational planning. In case an event is cancelled after mobilization, payment shall be restricted to items actually executed/erected at site, as assessed by the officer-in-charge.
- Real-Time Modification Rights: CGRIDCL reserves the right to instruct real-time modifications during installation or live event hours. The agency must implement such changes promptly without claiming additional charges unless explicitly approved in writing.
- Responsibility for Creative Accuracy: All creative material (text, visuals, AV content, designs) displayed by the agency must be factually accurate, legally compliant, culturally sensitive and free from copyright violations. Any error or misleading representation that affects Government reputation shall be treated as gross negligence, leading to penalties, termination and recovery of losses.
- Confidentiality & Intellectual Property: All documents, data, creative content, designs and materials shared by CGRIDCL/PWD shall remain confidential and shall not be disclosed or used for any purpose other than the execution of assigned work. All creative outputs, designs, multimedia assets, photographs, videos and content produced for CGRIDCL/PWD shall be the exclusive intellectual property of the Government of Chhattisgarh. Empanelled agencies shall not use such concepts, layouts, designs, photographs or creative strategies for any other client, pitch, portfolio, award submission or publication without written approval.

- Conflict of Interest: Bidders must disclose any existing or potential conflict of interest. Failure to disclose may lead to rejection or termination.
- Fraud & Corruption / Code of Integrity: CGRIDCL retains the right to reject any bid or terminate any empanelment if the bidder is found indulging in corrupt, fraudulent, coercive or collusive practices, including offering any bribe, reward or gift, collusion or bid-rigging, misrepresentation, or improper use of information.
- Right to Verify at Any Stage: CGRIDCL may verify any documents, claims, credentials or statements made by the bidder at any time. Any discrepancy shall result in disqualification.
- No Contractual Right Until Empanelment Letter: Submission of a bid shall not create any contractual rights or obligations. Rights flow only after issuance of the empanelment/award letter and execution of the agreement on non-judicial stamp paper of appropriate value at the cost of the agency, within the time specified in the letter of empanelment.
- Insurance: The agency shall, at its own cost, obtain adequate insurance covering its personnel, equipment and third-party liability for the duration of each event, wherever directed in the work order.
- Arbitration & Jurisdiction: Any dispute arising under this empanelment shall first be attempted to be resolved amicably. Failing amicable resolution, disputes shall be resolved through arbitration in accordance with the provisions of the Chhattisgarh Madhyastham Adhikaran Adhiniyam, 1983, or any statutory modification or re-enactment thereof, to the extent applicable, and otherwise in accordance with the Arbitration and Conciliation Act, 1996. This empanelment shall be governed by the laws of India, and the courts at Raipur, Chhattisgarh shall have exclusive jurisdiction.

Managing Director
Chhattisgarh Road and Infrastructure
Development Corporation Limited Raipur (C.G.)

17. Joint Venture/Consortium

- Joint venture/Consortium (an association of several persons, firms or companies) is not allowed for this empanelment.
- Sub-contracting under this contract will not be allowed. If sub-contracting comes to the notice of the authority, punitive action will be taken under extant rules/laws.
- The empanelled EMC(s) represents and warrants that all services performed under this work order shall be of professional quality conforming to stature of events conducted by the authority.

APPENDIX-A: Covering Letter

COVERING LETTER

(On the Letterhead of the Bidder)

DATE: _____

To,

Managing Director

Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL)

3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) – 492001

Ref.: Notice Inviting Online Request for the Empanelment of Event Management Firms/Agencies for events of the Public Works Department (PWD) and CGRIDCL, Government of Chhattisgarh

Dear Sir,

Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as "the bidder"), and having reviewed and fully understood all of the proposal requirements and information provided and collected, the undersigned hereby submits the proposal on behalf of _____ (name of the bidder) for the captioned empanelment, with the details as per the requirements of the tender document, for your evaluation. We confirm that our proposal is valid for a period of 180 days from _____ (insert proposal due date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal, we hereby represent and confirm that our proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed scope of work, which forms a part of the tender document provided to us. We hereby certify and confirm that in the preparation and submission of our proposal, we have not acted in concert or in collusion with any other bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (name of bidder)

Duly signed by the authorized signatory of the bidder

(Name, title and address of the authorized signatory)

APPENDIX-B: Details of Bidder

DETAILS OF BIDDER

(On the Letterhead of the Bidder)

1. Name of the Empanelment	
2. Name of the Bidder firm	
3. Registered office — Full address with postal code	
Telephone Nos.	
E-mail Id	
Website	
4. GSTIN (copy to be enclosed)	
5. PAN (copy to be enclosed)	
6A. Name and designation of the Chief Executive of the firm	
6B. Address	
7A. Name and designation of the Authority authorized to sign the e-bid document	
7B. Address	
8. EMD amount (transaction details)	
9. Other eligibility documents attached	
9A. Documents in evidence of past experience	
9B. List of important clients	
9C. Proof of association like accreditations, memberships and certificates from important past clients	

APPENDIX-C: Power of Attorney

POWER OF ATTORNEY

(On Stamp Paper of INR 100/-)

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and residential address), who is presently employed with us and holding the position of _____, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the 'Notice Inviting Online Request for the Empanelment of Event Management Firms/Agencies for events of the Public Works Department (PWD) and CGRIDCL, Government of Chhattisgarh', including signing and submission of all documents and providing information/responses to CGRIDCL in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 2026

(Name and designation of the person(s) signing on behalf of the bidder)

Accepted

_____ (Signature)

(Name, title and address of the attorney)

Date:

Note: 1. To be executed only if the bidder is a company, agency or firm. 2. The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s), and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of attorney. Also, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this power of attorney for the delegation of power hereunder on behalf of the bidder.

APPENDIX-D: Project Data Sheet

FORMAT FOR PROJECT DATA SHEET

(On the Letterhead of the Bidder; use one sheet per project)

Name of the firm: .....

Name of the Event / Project	
Client (Department / Agency / PSU) with contact details	
Event location(s)	
Nature of event (bhoomi pujan / inauguration / conference / exhibition / other)	
Start date (month/year)	
Completion date (month/year)	
Value of work executed (INR), with payment received	
Approx. gathering size / dignitaries attended	
Description of the event and services provided (stage, pandal, AV, décor, manpower etc.)	
Work Order / LOA reference and date (copy enclosed)	
Completion certificate reference and issuing authority (copy enclosed)	

APPENDIX-E: Financial Capacity of the Bidder

FINANCIAL CAPACITY OF THE BIDDER

(Chartered Accountant Certificate)

Bidder's Name	FY 2023-24	FY 2024-25	FY 2025-26	Average annual turnover

Name & Address of bidder:

Instructions: The bidder shall submit a Chartered Accountant certified turnover certificate only. The certificate should mention: (1) CA certification regarding annual turnover for the last three financial years (2023-24, 2024-25 and 2025-26); provisional CA-certified figures are acceptable for FY 2025-26 where audit is pending; and (2) UDIN No. of the CA certification.

APPENDIX-F: Non-Debarment / Non-Blacklisting

NON-DEBARMENT / NON-BLACKLISTING AFFIDAVIT

(On Stamp Paper of INR 100/-)

Date: _____

To,

Managing Director

Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL)

3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) – 492001

Ref.: Notice Inviting Online Request for the Empanelment of Event Management Firms/Agencies for events of the Public Works Department (PWD) and CGRIDCL, Government of Chhattisgarh

Dear Sir,

I/We hereby declare that statements, project documents, credentials, documentary evidence, financial statements and other tender documents in the proposal are true and authentic to the best of my/our knowledge. I/We have not incorporated any information not undertaken by us in the proposal. I/We, for the purpose of the said tender, have not forged, misrepresented or misled any information. For the purpose of the evaluation, CGRIDCL has the right to verify the authenticity of the proposal submitted by us.

I/We fully understand that in case of furnishing of any false documents or statements, forging, misrepresentation or producing misleading information in the proposal, and failure to abide by the terms and conditions of the tender, I/we are liable to any actions that may be taken against us by CGRIDCL.

I/We also declare that I/we have not been blacklisted/terminated/debarred by any State or Central Government or their agencies and have not been found guilty of any criminal offence by any court of law, in the last 5 years.

All above mentioned points are true and authentic to the best of my/our knowledge.

Yours faithfully,

Name of the bidder

Signature of the authorized person

Name of the authorized person

APPENDIX-G: Manpower

MANPOWER DETAILS

(To be submitted on Company Letterhead)

The bidder must furnish complete details of all full-time employees on the company's payroll. This annexure must be signed jointly by: (1) the Authorized Signatory (as per Power of Attorney / Board Resolution) and (2) the Head of HR / HR Manager. Self-attested HR certificate and supporting documents must be enclosed.

A. Summary of Total Manpower

Category	Number of Employees (on bidder's payroll)
Event / Project Managers & Coordinators	
Creative / Design Team	
Fabrication & Production Team	
Technical & AV Operators	
Logistics & Operations Personnel	
Marketing / Client Servicing	
Administrative & Support Staff	
Total Full-Time Employees	

B. Detailed Manpower List

Sr. No.	Employee Name	Designation	Department / Role	Employment Status	Experience (Years)	Qualification
1				FTE		
2				FTE		
3				FTE		
4				FTE		
...				FTE		

(Attach additional sheets as required)

** FTE (Full time Employee)*

C. Joint Declaration — We hereby certify that: (1) all the employees listed above are full-time, permanent employees on the payroll of the company; (2) no freelancers, outsourced staff, contractual workers or ad-hoc personnel have been included in this list; (3) the information provided is true, accurate and supported by internal HR records; and (4) we understand that misrepresentation or false declaration shall lead to immediate disqualification, blacklisting and legal action as per tender terms.

Authorized Signatory (as per PoA / Board Resolution)

Name: _____

Designation: _____

Mobile No.: _____

E-mail: _____

Signature: _____

Company Seal:

HR Personnel (Head of HR / HR Manager)

Name: _____ Designation: _____ Signature: _____

APPENDIX-H: Financial Proposal

FINANCIAL TENDER PROPOSAL (BOQ)

(To be submitted separately, online only)

Name of the Bidder and Address:

Ref.: Notice Inviting Online Request for the Empanelment of Event Management Firms/Agencies for events of the PWD and CGRIDCL

PART I — Fabrication, Setup & Ceremonial Items (One-time cost per event)

S. No.	Item Description	Unit	Rate (in INR, exclusive of GST)
	STAGE & STRUCTURAL FABRICATION		
1	Stage with wooden platform/takhat (1.5 ft height) including carpeting, skirting, steps on 2 sides and safety railing	Per sq.ft	
2	Stage with wooden platform/takhat (2.5 ft height) including carpeting, skirting, steps on 2 sides and safety railing	Per sq.ft	
3	Stage with wooden platform/takhat (4 ft height) including carpeting, skirting, steps on 2 sides and safety railing	Per sq.ft	
4	Stage backdrop (design, printing and installation)	Per sq.ft	
5	Fabrication of designer entry gate / swagat gate / interactive flex structure using wood, ply, thermocol, painting and display material	Per sq.ft	
6	Thematic zone entrance arch	Per unit	
7	Flex/area fabrication (18 mm ply & wood) with printing and labour work	Per sq.ft	
8	Digital print on sunboard	Per sq.ft	
9	Vinyl cutout on ply (including iron or wooden frame)	Per sq.ft	
10	Backlit star fabric flex with designing, printing and pasting	Per sq.ft	
11	Fabric print with designing, printing and pasting	Per sq.ft	
12	Framing with 16-gauge square pipe	Per sq.ft	
13	Hanging display	Per sq.ft	
14	Vinyl sunboard cutout / standee	Per sq.ft	
15	Selfie zone fabrication with designing	Per sq.ft	
16	Putty and painting work	Per sq.ft	
17	Wooden flooring 4" (H) with 18 mm ply	Per sq.ft	

S. No.	Item Description	Unit	Rate (in INR, exclusive of GST)
18	Reception desk setup (complete installation)	Per unit	
19	Visitor registration kiosk (digital)	Per unit	
20	Branding pole/post with flag/flex (both sides)	Per unit	
21	Podium — wooden, with branding	Per unit	
22	Podium — acrylic / digital	Per	

CEREMONIAL ITEMS (BHOOMIPUJAN / SHILANYAS / LOKARPAN)			
23	Foundation stone / inauguration plaque of engraved granite (up to 3 ft × 2 ft) including masonry base and installation at site	Per unit	
24	Plaque unveiling assembly (frame with curtain and pulley arrangement)	Per unit	
25	Digital / remote unveiling system (push-button console integrated with LED screen/curtain, including operator)	Per event	
26	Complete bhoomipujan / shilanyas pooja arrangement (pooja samagri, kalash, coconut, chowki, sthal preparation and pandit coordination)	Per event	
27	Ribbon-cutting arrangement (ribbon, scissors, tray with attendant)	Per set	
28	Dais nameplates (acrylic, printed)	Per unit	
FLOWER DECORATION & VENUE DÉCOR			
29	Fresh flower decoration of stage/dais front	Per running ft	
30	Fresh flower decoration (venue, gates, passages, pillars etc.)	Per sq.ft	
31	Garland — standard (fresh flowers)	Per unit	
32	Garland — VIP (large, premium fresh flowers)	Per unit	
33	Bouquet (fresh flowers)	Per unit	
34	Flower petals / rangoli decoration	Per sq.ft	
35	Internal venue decoration (flower pots, garlands, bouquet arrangements etc.)	Per sq.ft	
36	External venue decoration (banners, flags and other materials)	Per sq.ft	
37	Decorative planters (potted plants)	Per unit	
DESIGN & PRINT			
38	Design and concept development (event branding, backdrop, invites, signage layouts) — complete for the event	Per event	
39	Invitation card — designing and printing (premium quality)	Per 100 cards	

PART II — Pandals, Hangars & Enclosures (rates per day: first day and subsequent days)

S. No.	Item Description	Unit	Rate for first day (INR, excl. GST)	Rate from second day onwards (INR per day, excl. GST)
40	Waterproof pandal (traditional, with side covering) including flooring/matting and lighting	Per sq.ft		
41	Setting up of German hangar with good quality flooring, carpeting and lighting, weather-proof, with proper entry and exit gates — area up to 1,500 sq.ft	Per sq.ft		
42	Setting up of German hangar as above — area above 1,500 and up to 5,000 sq.ft	Per sq.ft		
43	Setting up of German hangar as above — area above 5,000 and up to 10,000 sq.ft	Per sq.ft		
44	Truss structure for events with flooring, carpeting and lighting, weather-proof, with proper entry and exit gates	Per sq.ft		
45	Waterproof shed	Per sq.ft		
46	Waterproof dome tent	Per sq.ft		
47	Pagoda tent (5 m × 5 m)	Per unit		
48	Octonorm stall (3 m × 3 m) with fascia, lighting and one table & two chairs	Per unit		
49	VIP lounge setup [300 sq.ft] — climate controlled, plush seating, coffee tables, refreshment service for up to 30 persons per day	Per unit		
50	Meeting / conference room setup [300 sq.ft] with U-shape seating for at least 12 persons, projector & screen, mic-speaker system and video-conferencing facility	Per unit		
51	Media / press enclosure with interview station, workstations, backdrop and technical support	Per unit		
52	Green room setup (with cooling/heating, mirrors, seating)	Per unit		
53	On-site restroom — mobile/portable toilets (one male, one female, one accessible), maintained with all essentials	Per unit		
54	Barricading — bamboo/ballies with cloth covering	Per running ft		
55	Barricading — iron/MS frame	Per running		
56	Cloth masking / side wall masking	Per running ft		
57	Carpet (green/red/blue) with underlay	Per sq.ft		
58	Mat / synthetic net	Per sq.ft		

PART III — Audio-Visual, Power, Lighting & Equipment (rate per day)

S. No.	Item Description	Unit	Rate (in INR, exclusive of GST)
	LED WALLS, DISPLAYS & PROJECTION		
59	Indoor LED wall (P2.5/P3 quality) including installation, operation and maintenance	Per sq.ft per day	
60	Outdoor LED wall (P3/P4 quality) including installation, operation and maintenance	Per sq.ft per day	
61	LED screen riser	Per sq.ft per day	
62	LED TV 43" (Full-HD) with stand	Per unit per day	
63	LED TV 55" (4K) with stand	Per unit per day	
64	LED TV 65" (4K) with stand	Per unit per day	
65	LED TV 75" (4K) with stand	Per unit per day	
66	LCD projector (7,000 lumens) with screen	Per unit per day	
67	Projector with laptop and operator	Per unit per day	
	SOUND SYSTEM		
68	Complete PA/sound system for gathering up to 500 persons (speakers, amplifier, mixer, 4 mics, operator)	Per set per day	
69	Complete PA/sound system for gathering of 500 to 2,000 persons (line array set, amplifier, mixer, mics, operator)	Per set per day	
70	Complete PA/sound system for gathering above 2,000 persons (line array sets, delay speakers, monitors, operator)	Per set per day	
71	Line array (set of 6 units) with amplifier	Per set per day	
72	Cordless microphone — handheld	Per unit per day	
73	Microphone — collar / lapel	Per unit per day	
74	Podium microphone (goose-neck)	Per unit per day	
75	Audio mixer (mixing console) with operator	Per unit per day	
76	Trumpet horns including all necessary equipment for PA system	Per unit per day	

POWER & ELECTRICAL			
77	Silent DG set 25 KVA — 8 hrs running (diesel and operator included)	Per unit per day	
78	Silent DG set 62.5 KVA — 8 hrs running (diesel and operator included)	Per unit per day	
79	Silent DG set 125 KVA — 8 hrs running (diesel and operator included)	Per unit per day	
80	Silent DG set 250 KVA — 8 hrs running (diesel and operator included)	Per unit per day	
81	PVC insulated power cable (35 sq.mm × 3.5 core)	Per metre	
82	Power plug board 15 Amp	Per unit per day	
83	Installation of L.T. panel board having 200 Amp TPN panel	Per unit per day	
LIGHTING			
84	LED metal light 400 W	Per unit per day	
85	LED metal light 200 W	Per unit per day	
86	Halogen fitting 1000 W	Per unit per day	
87	Halogen fitting 500 W	Per unit per day	
88	LED par light (3 W RGB)	Per unit per day	
89	Sharpy light (200 W)	Per unit per day	
90	Follow light (1000 W)	Per unit per day	
91	Tube light 40 W with choke	Per unit per day	
92	Mobile lighting tower with DG backup	Per unit per day	
93	Serial/decorative LED string lighting	Per running ft per day	
COOLING, HEATING & MISC. EQUIPMENT			
94	Pedestal fan with all fittings	Per unit per day	
95	Mist fan	Per unit per day	
96	Jumbo cooler with all fittings	Per unit per day	
97	Window/split AC (2 ton) with all fittings and power arrangement	Per unit per day	

98	Tower AC (up to 6 ton) with all fittings and power arrangement	Per unit per day	
99	Room heater / patio heater (winter arrangement)	Per unit per day	
100	Fire extinguisher — big cylinder	Per unit per day	
101	Fire extinguisher — small cylinder	Per unit per day	
102	CCTV camera (HD with night vision) with all fittings	Per unit per day	
103	CCTV monitoring hub setup with display	Per set per day	
104	Walk-in metal detector along with one security guard	Per unit per day	
105	Dust bin — small / big	Per unit per day	
PHOTOGRAPHY, VIDEOGRAPHY & STREAMING			
106	Professional still photography with edited soft copies (minimum 200 photographs)	Per day	
107	HD videography with edited film and raw footage	Per day	
108	Drone photography/videography with licensed operator (including permissions)	Per day	
109	Live streaming / webcast (multi-camera with switcher, streaming to platforms, including internet arrangement)	Per event per day	
110	Video conferencing setup for virtual participation of dignitaries (camera, codec/laptop, display, connectivity and operator)	Per event per day	

PART IV — Furniture & Guest Amenities (rate per day)

S. No.	Item Description	Unit	Rate (in INR, exclusive of GST)
111	VIP leather sofa — 1 seater	Per unit per day	
112	VIP leather sofa — 2 seater	Per unit per day	
113	VIP leather sofa — 3 seater	Per unit per day	
114	Steel sofa — 2 seater	Per unit per day	
115	Lounge chair / single-seater sofa with good design and cushioning	Per unit per day	
116	VIP chair with cover	Per unit per day	
117	VIP stage chair (wooden)	Per unit per day	
118	Fibre/plastic chair with cover	Per unit per day	

S. No.	Item Description	Unit	Rate (in INR, exclusive of GST)
119	Steel chair	Per unit per day	
120	Coffee table / centre table	Per unit per day	
121	Table with cloth and frill (6 ft × 2 ft)	Per unit per day	
122	Round table with cloth (banquet)	Per unit per day	
123	Bench (6 ft × 1.5 ft)	Per unit per day	
124	Rug (12 ft × 12 ft)	Per unit per day	
125	Water dispenser with 20-litre jar (including refills)	Per unit per day	
126	Packaged drinking water (200 ml) — carton of 24	Per carton	
127	Packaged drinking water (1 litre) bottles — carton of 12	Per carton	
128	Tea/coffee with biscuits/snacks (2 items), served	Per person	
129	Refreshment box (4 items with water)	Per box	
130	Buffet meal — standard vegetarian menu (minimum 10 items) with service and cutlery	Per plate	
131	Buffet meal — VIP vegetarian menu (minimum 15 items) with service and cutlery	Per plate	

PART V — Manpower & Services (rate per person per day of 8 hrs, unless specified)

S. No.	Item Description	Unit	Rate (in INR, exclusive of GST)
132	Event manager / coordinator (experienced, minimum 5 years)	Per person	
133	Event supervisor	Per person	
134	Anchor / Master of Ceremony — Hindi	Per day	
135	Anchor / Master of Ceremony — bilingual (Hindi & English)	Per day	
136	Security guard (8 hrs)	Per person	
137	Bouncer (8 hrs)	Per person	
138	Volunteer manpower (8 hrs)	Per person	
139	Housekeeping staff (8 hrs)	Per person	
140	Hostess / promoter — female (8 hrs)	Per person	
141	Promoter / professional staff — male (8 hrs)	Per person	
142	Licensed electrician (8 hrs)	Per person	
143	AV / technical operator (8 hrs)	Per person	
144	Pandit for pooja (including dakshina)	Per event	
145	Ambulance with paramedic and first-aid kit on standby	Per day	

S. No.	Item Description	Unit	Rate (in INR, exclusive of GST)
146	First-aid station with attendant	Per day	

Category VI— Miscellaneous & Support Services

S. No.	Description of Item / Service	Unit	Rate (Rs.) excluding GST
147	Cultural performance — folk troupe (Panthi / Karma / Raut Nacha etc., 8–12 artists) with costume, instruments and sound check	Per performance	
148	Welcome band / shehnai party (5–7 members)	Per event per day	
149	Memento / trophy (acrylic-wood, engraved, standard, approx. 10")	Per unit	
150	Memento / trophy (premium — brass/silver-finish, boxed)	Per unit	
151	Shawl, shreefal (coconut) and greeting set for felicitation	Per set	
152	Mobile toilet unit (4-seater, with water, consumables and attendant)	Per unit per day	
153	Fire extinguisher (ABC type, 6 kg) with trained attendant per 4 units	Per unit per day	
154	Golf cart / e-rickshaw for VIP movement within venue, with driver	Per unit per day	
155	Walkie-talkie set (licensed frequency) for event crew	Per unit per day	
156	Luxury portable cabin / container office (20 ft., air-conditioned)	Per unit per day	
157	Transportation — AC bus (35– 45 seater) for delegates, local duty	Per bus per day	
158	Transportation — SUV (Innova or equivalent, AC) local duty 8 hrs. / 80 km	Per vehicle per day	
159	Parking and traffic management plan with signage, cones and trained marshals (up to 200 vehicles)	Per event per day	

Notes:

1. All rates shall be quoted in INR and shall be exclusive of GST.
2. Rates must be quoted for each line item. If any item is left unquoted or marked "NIL/NA/—", the bid may be treated as non-responsive.
3. Quoted rates shall be firm, fixed and valid for the entire duration of the empanelment, including any extensions. No escalation will be permitted under any circumstances.
4. Bidders are required to quote realistic market rates. Abnormally low or unreasonably high rates may be rejected at the discretion of CGRIDCL.
5. All quoted rates must include costs for labour, materials, fabrication, installation, dismantling, transportation to any location in Chhattisgarh, logistics, handling, equipment, consumables, technical operators, manpower and all incidental expenses.
6. Any arithmetic error, mismatch or correction in figures not signed and stamped by the bidder will render the bid invalid. If there is a discrepancy between words and figures, the rate quoted in words shall prevail.
7. If agencies quote "zero", "complimentary" or "free of cost" for any item, the bid may be rejected unless justified with supporting documentation.
8. The L1 determination will be done item-wise and not on overall totals. If the unit rates quoted by the bidder vary for similar items appearing in different parts of the BOQ, the lowest quoted unit rate shall be considered for evaluation.
9. CGRIDCL reserves the right to increase, decrease, modify or delete any item from the Financial Sheet at any time during the empanelment without assigning any reason.
10. CGRIDCL may seek justification or supporting documents for any rate quoted, especially where rates deviate significantly from market benchmarks.
11. For one-time items in Part I required at site for more than one day, payment shall be regulated as per the multi-day formula in Section 9 (100% / 50% / 25%).
12. Submission of forged, tampered or misleading financial information will lead to immediate rejection, forfeiture of EMD, blacklisting and legal action.

APPENDIX-I : Pre-Bid Query

PRE-BID QUERY FORMAT

(must be submitted by e-mail to info@cgrdc.in)

Sr. No.	RFP Reference (Section / Clause No.)	Page No.	Existing Clause / Text in RFP	Query / Clarification Requested
1				
2				
3				
...				

Instructions for Bidders:

1. Queries must be submitted in the above prescribed format only.
2. Each query must clearly reference the Page No. and Clause No. of the RFP.
3. Queries without proper referencing or submitted in any other format will not be entertained.
4. Bidders may attach additional sheets if required, but the structure must remain unchanged.
5. All pre-bid queries must be sent exclusively through e-mail to the e-mail address specified in this RFP.
6. Queries must be submitted before the pre-bid deadline specified in the RFP. No new queries shall be accepted after the deadline.
7. Responses and clarifications issued by CGRIDCL shall form an integral part of this RFP and will be binding on all bidders.

APPENDIX-J : Undertaking for Chhattisgarh State GST

UNDERTAKING FOR CHHATTISGARH STATE GST (CG-GST)

(To be submitted on the bidder's letterhead)

Date: _____

To,

Managing Director

Chhattisgarh Road and Infrastructure Development Corporation Limited (CGRIDCL)

3rd Floor, Sirpur Bhawan Campus, Behind Akashwani, Civil Lines, Raipur (C.G.) – 492001

Ref.: Notice Inviting Online Request for the Empanelment of Event Management Firms/Agencies for events of the Public Works Department (PWD) and CGRIDCL, Government of Chhattisgarh

I/We, _____ (Name of the Bidder), having our registered office at _____, hereby submit this undertaking in connection with our bid for the Request for Empanelment (RFP) of Event Management Firms/Agencies issued by CGRIDCL.

1. Status of CG-GST Registration (strike out the non-applicable option and provide details for the applicable option):

(a) Currently registered in Chhattisgarh: I/We hold a valid Chhattisgarh GSTIN: _____ (enter CG-GSTIN). Date of issue: _____.

OR

(b) Not currently registered in Chhattisgarh: I/We do not currently have a CG-GST registration but confirm that an application for CG-GST has been submitted on _____ (date) with application/reference number _____. We undertake to obtain the valid CG-GST registration and submit documentary proof of the same to CGRIDCL prior to signing the Agreement.

2. I/We understand and agree that execution of the Agreement is conditional upon submission of proof of valid CG-GST registration. Failure to furnish the CG-GST registration proof before Agreement signing may result in cancellation of the Letter of Empanelment, forfeiture of EMD and other remedies available to CGRIDCL.

3. The information given above is true and correct to the best of my/our knowledge.

Authorized Signatory (as per PoA / Board Resolution)

Name: _____

Designation: _____

Mobile No.: _____

E-mail: _____

Signature: _____

Company Seal:

APPENDIX -K: Presentation Guidelines
Presentation Evaluation Criteria / Scope for PPT

1. Pre-Event Planning & Conceptualization

- Event Understanding & Concept Development
- Site Planning & Venue Design
- Stage Design & Branding
- Government Protocol Management
- Operation Management
- Hangar/ Structure Planning
- Catering & Meal Planning
- Travel/Tour Coordination Management

2. During Event Execution

- Registration & Helpdesk
- Digital + on-ground registration system: QR- based entry/badge system
- Multiple counters to avoid crowding
- Help desk & information kiosks
- Deployment of trained ushers & volunteers for guidance

2.2 Crowd, Traffic & Parking Management

- Scientific crowd flow planning & site mapping
- Barricading strategy for controlled movement
- Sector & categories parking
- Traffic signage & route planning in coordination with authorities
- Parking management including parking pagoda with chairs
- Deployment of manpower for real-time crowd control
- Emergency response plan

2.3 Infrastructure, Setup & Technical Installations

- Stage setup: LED walls, sound, lighting
- Mediariser, console
- Exhibition stall setup
- Branding installations
- Testing & rehearsals before event
- Theme-based decorations & flags
- VVIP chairs, tables & premium seating arrangements
- Exhibition setup: Octonorm stalls
- Custom iron & wooden fabrication
- Utility setups: Kitchen setup & pantry rooms
- Washrooms (portable/mobile van) with hygiene maintenance
- Power arrangements: Genset (power backup) with load planning

2.4 Catering Execution

- On-ground execution via proper kitchen setup & pantry areas, Smooth food service with hygiene compliance.
- Waste man agreement (eco-friendly focus)

2.5 Audio- Visual, Light & Special Effects

- Event lighting setup (stage + ambient lighting)
- Professional sound system for large audience
- Advanced elements: Lasers how, Hologram integration, Special Effects (SFX), Drone show, Fireworks, Synchronization of all technical elements with event flow

2.6 Cultural & Experience Elements

- Planning & execution of: Cultural performances (regional/ cultural theme-based)
- Rangoli art installations.
- Audience engagement & thematic alignment

2.7 Security, Safety & Emergency Services

- Deployment of: Security guards & bouncers
- Safety measures: Fire extinguishers at critical points, Tie-up with Fire Brigade
- Medical readiness: Doctor on call, Ambulance availability

3. Post-Event Management

- Dismantling & Clearance
- Timely removal of all structures
- Safe dismantling without damage
- Waste disposal as per regulations
- Ground Restoration
- Venue restoration to original condition
- Cleanliness certification (if applicable)
- Documentation & Reporting
- Submission of: Detailed Closure Report, Financial reconciliation & billing
- Media & Deliverables
- Submission of: High-resolution photographs, Event videos (edited + raw footage)
- Properly labeled hard drive with all data

NOTE: Additional Value-Add

- Innovation in Tourism & Trade
- Travel-tech demos (AI, drones, smart farming)
- Sustainability Measures
- Zero plastic usage
- Waste Recycling
- Technology Integration
- Event App
- Experience Zones
- Interactive Zones VR/A Rheritage demos.

APPENDIX -L Check List of Documents

S. No.	Document Description	Submitted (Y/N)	Page No. (From-To)
1	Proof of Tender Fee Payment		
2	Proof of EMD Payment (as applicable for Category A/B)		
3	Covering Letter as per Appendix-A		
4	Bidder Details as per Appendix-B		
5	Certificate of Incorporation/ Registration of Firm/ Company/ LLP/ Society/ Partnership/ Proprietorship		
6	PAN Card Copy		
7	GST Registration Certificate		
8	Chhattisgarh GST Registration Certificate / Undertaking as per Appendix-J		
9	Power of Attorney as per Appendix-C		
10	Company Profile		
11	CA Certified Turnover Certificate with UDIN (Appendix-E)		
12	Audited Balance Sheets for Last Three Financial Years		
13	Profit & Loss Statements for Last Three Financial Years		
14	Income Tax Returns for Last Three Financial Years		
15	Net Worth Certificate from CA/Auditor		
16	Project Data Sheets as per Appendix-D		
17	Work Orders/ LOAs and Completion Certificates supporting experience claims		
18	Affidavit for Non-Blacklisting/Non-Debarment (Appendix-F)		
19	Manpower Details and HR Certificate as per Appendix-G		
20	Provident Fund Registration Certificate with Challan clearly mentioning full times employees in the Organization		
21	Warehouse/Godown Ownership Documents or Lease Agreement		
22	Presentation Proposal as per Appendix-K		
23	Any Additional Supporting Documents for Technical Evaluation		

Note:
i. This Checklist is mandatory.
ii. Financial proposal shall not be included in the Technical Proposal.